

# **REQUEST FOR QUALIFICATIONS TO PROVIDE LEGAL SERVICES FOR: SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT**

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## **INTRODUCTION**

The Salt Lake City Mosquito Abatement District (SLCMAD) (District) is an independent local district established in 1924. The boundaries of the District are the same as those of Salt Lake City in 1923. Salt Lake City has annexed additional areas into its boundaries numerous times over the past ninety-three years, but the District has never annexed any additional area into its boundaries. Consequently, the District does not have the same boundaries as Salt Lake City, but does provide services to the entire city. Since the District was originally formed to provide mosquito abatement for the citizens of Salt Lake City something needs to be done.

The District would like to align its boundaries with those of Salt Lake City; however, there are several complicating factors. In 1948, the Magna Mosquito Abatement District (MMAD) was formed with its eastern boundary being 4800 West. A few years ago, the boundaries of Salt Lake City were expanded westward to approximately 7200 West, putting part of Salt Lake City in the MMAD. There are islands of property within Salt Lake City that were exempted from mosquito abatement district property tax due to special circumstances, such as, belonging to the Union Pacific Railroad, or as green belt exempt properties. When those properties were sold to developers, for some unknown reason, they were not put on the property tax rolls for the District. One of the largest areas and cost to the District is northwest of the Salt Lake City International Airport. The District must do extensive control in this area to protect the citizens of the District, but this area is not within the District boundaries.

The proposed relocation of the Utah State Prison has added additional rationale for the realignment of the District's boundaries. The proposed location for the prison is in an area that is not within a mosquito abatement district, but is within the area that this District does mosquito abatement. The proposed prison relocation site is an area of high mosquito production and activity. the level of mosquito abatement activity will have to be greatly expanded. It is predicted that once the basic utilities and infrastructure for the prison are installed, then surrounding areas will be developed. The level of mosquito abatement activity will have to be greatly expanded. This area needs to be annexed into the District so that their property taxes will help pay for this additional mosquito abatement.

The District is in the process of expanding its services to the public. This expansion will require the District to increase its staff and upgrade its facilities. The District is currently investigating the best option for this expansion, whether it will be expanding current facilities on site, purchasing bordering properties for new growth or relocating the District's facilities to a new location. If new property is purchased, the District will require legal representation.

### **Scope of the Work**

The Legal Services firm will be tasked with guiding the District through the process of aligning its boundaries with those of Salt Lake City.

The District desires to hire a firm that will provide ongoing legal counsel for the next five-years.

### **Inquiries**

Questions concerning this Request for Qualification should be directed to Ary Faraji, Assistant Manager of SLCMAD, at (801) 355-9221 or [ary@slcmad.org](mailto:ary@slcmad.org).

### **Basis for Selection**

The District intends to select a Legal Services firm that exhibits the strongest ability to assist it in achieving its goals. Legal Services fees, although important, will not be the primary factor in the District's selection. Fees will only be discussed after the District has selected what it believes to be the most highly qualified firm to meet its needs. The District reserves the right to reject any or all proposals. The District retains sole discretion in this decision.

### **Selection Process**

The selection process will be done in three stages: 1) selection of up to three highly qualified firms based on the submission of a Request for Qualifications to Provide Legal Services; 2) Interview of the highly qualified firms, and 3) contract and fee negotiations.

The District intends to make a decision in approximately three weeks following the receipt of the Request for Qualifications.

### **Proposals**

#### **Submission of Qualifications**

Each responding firm must submit eight (8) copies of its qualifications no later than 5:00 p.m. on Thursday, **March 31, 2016**, to the office of Ary Faraji, Salt Lake City Mosquito Abatement District, 2020 North Redwood Road, Salt Lake City, Utah 84116. No proposals will be accepted after this time.

#### **Proposal Content**

Each respondent should set forth its most compelling case for being selected as Legal Services provider for the District. As part of that case, each firm should provide the following information:

1. Briefly summarize your firm's experience with independent local district legal issues during the last decade.
2. Briefly summarize your firm's experience with Mosquito Abatement District legal issues during the last decade.
3. Supply the name or names of the principle attorneys that would be assigned to assist this District, include their summary résumés.
4. Please describe your firm's strongest asset (specialty) as it applies to local district law.
5. References from three independent local districts, which your firm has successfully provided represented.

6. Proprietary Information

Please mark any specific information contained in your firm's response that is not to be disclosed to the public, or used for purposes other than the evaluation of the response. All material becomes the property of the Issuer and may be returned only at the Issuer's option. Responses submitted may be reviewed and evaluated by other persons at the sole discretion of the Issuer.

Proposal Evaluation

The District will use a Selection Committee composed of two Trustees, the District Manager and Assistant Manager to evaluate all properly submitted proposals. Evaluations will be based on the following criteria:

1. References from independent local districts .....(40%)
  - Communications with client during representation.
  - Responsiveness to clients needs.
  - Attention to detail.
  - Completion of financing by an established timeline.
2. Availability of personnel to work with SLCMAD..... (20%)
3. Area of specialty in relation to the District needs .....(20%)
4. Availability of personnel to work with SLCMAD. .... (30%)

**Interview**

The field of applicants will be narrowed down to a field of up to three highly qualified firms by **April 5, 2016**. The highly qualified firms will be invited by the SLCMAD selection committee to give a presentation, not to exceed twenty minutes, on how their firm and personnel fit the needs of the SLCMAD. The date and time of the presentation will be **April 18, 2016, between 1:00 and 3:00 PM**. From that presentation the firms will be ranked according to the following criteria:

1. Understanding of the needs of the SLCMAD ..... 60%
  - Local Governmental entity using taxpayer funding
  - Purchase of new property / Onsite remodel
  - Complex Annexation issues
2. Ability to develop creative solutions ..... 20%
3. Knowledge of local district law ..... 20%

**Determination of Compensation for Legal Services**

1. The SLCMAD Selection Committee shall recommend to the SLCMAD Board of Trustees the award of a contract to a qualified firm at compensation that the selection committee determines, in writing, to be fair and reasonable to the SLCMAD. The selection committee shall take into account the services':
  - (a) estimated value;
  - (b) scope;
  - (c) complexity; and
  - (d) professional nature.
2. If the selection committee is unable to agree to a satisfactory contract with the highest ranked firm, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:

- (a) formally terminate discussions with that firm; and
  - (b) undertake discussions with a second qualified firm.
- 3. If the selection committee is unable to agree to a satisfactory contract with the second firm selected, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:
  - (a) formally terminate discussions with that firm; and
  - (b) undertake discussions with a third qualified firm.
- 4. If the selection committee is unable to award a contract at a fair and reasonable price to any of the selected firms, the selection committee shall:
  - (a) select additional firms; and
  - (b) continue discussions in accordance with this part until an agreement is reached.

The goal of the SLCMAD Board of Trustees is to select a firm to provide Legal Services by **April 22, 2016**.

For additional information contact:

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